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HANDBOOK

FOR

MISSIONS AND MISSIONARIES

OF THE

American Board of Commissioners for Foreign Missions

Adopted by the Prudential Committee
Revised and Enlarged Edition

1920

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1920

American Board of Commissioners for Foreign Missions.

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INTRODUCTION

This Hand Book is prepared for the use of the officers of the American Board, the Woman's Boards, the Prudential Committee, and the missionaries. Its purpose is to show as nearly and as clearly as possible the relations of the missionaries to the Board and to the missions of which they are members. It does not apply in all respects to those who are temporarily engaged for a limited term of service. It is expected that in some of its features this Hand Book may be changed by the Prudential Committee as occasion demands, to meet the requirements of new conditions.

It is assumed at the outset that the Prudential Committee, the officers of the Boards, and the missionaries are but helpers of one another and workers together in a common service. This statement of their mutual relations is issued in the interests of a clear understanding and to promote regular and orderly procedure. Most of the following regulations are the result of long experience and are but the record of methods that have hitherto proved successful and satisfactory. But there is no rule or regulation that may not be changed by the Board if circumstances require it.

Experience has shown that confusion and misunderstanding may arise from neglect to study the Hand Book and to become familiar with the few simple rules contained therein. Missionaries are urged to keep it close at hand for easy reference.

Any question not herein provided for will, upon request, always receive the careful consideration of the Prudential Committee.

It is understood that all missionaries cordially accept these rules and regulations and will, to the best of their ability, strive for their orderly maintenance.

This Hand Book is issued with the knowledge and belief that the most binding rule of all is that of brotherhood in a common service and under the leadership of Jesus Christ our elder brother; One is our Father and we are brethren.

CHAPTER I

THE AMERICAN BOARD

[Extracts from the By-Laws of the Board]

Object of the Board

"1. The object of the Board is to propagate the gospel among unevangelized nations and communities by means of preachers, teachers, Bible readers, other helpers, and the press."

Officers of the Board

"14. *The Prudential Committee.*— . . . . It shall be the duty of the Prudential Committee to carry into effect all resolutions and orders of the Board, the execution of which shall not have been assigned to some other committee; to receive and act upon any matter submitted to the committee by the Treasurer or either of the Corresponding Secretaries; to cause the more inviting fields for missionary enterprise to be explored; to appoint the places where missions shall be attempted, and to determine the scale upon which they shall be conducted, and to superintend them; to appoint, instruct and direct all the missionaries of the Board; . . . to appoint business agents and other agents at home and abroad with such powers and duties as they may think are demanded by the best interests of missions; and generally to perform all duties necessary, in their opinion, to promote the objects of the Board, provided the same shall not be contrary to any resolution or by-law of the Board nor to the Act of Incorporation."

"15. *Corresponding Secretaries.* — The Corresponding Secretaries shall act for the Board in conducting its written correspondence, both foreign and domestic, except what relates immediately to the Treasurer's department; and they shall supervise official publications of the Board, dividing their duties between the foreign and the home department, under the advice and with the concurrence of the Prudential Committee.

"The Secretaries to whom at any time is assigned the foreign department shall have the immediate charge and supervision of the foreign field; shall keep the Prudential Committee informed of the condition and needs of the several missions; shall present to the committee for its consideration and approval careful statements of all business relating to the work under their care respectively, and when any missionary or assistant missionary under appointment desires a personal interview with the Prudential Committee shall present to that committee his request. They shall also perform such other duties as the Board or the Prudential Committee shall direct."

"16. *The Treasurer.*—It shall be the duty of the Treasurer to take the charge of all moneys paid into the Treasury of the Board and to give receipts therefor; to keep safely all the funds and moneys of the Board, and all notes, bonds, deeds and other evidences of property; to keep fair and accurate accounts of all moneys received and expended; to make out annually a statement of receipts and payments and of the condition of the several permanent funds for the information of the Board; to invest and deposit moneys and make remittances and payments according to the direction of the Board or of

the Prudential Committee; to exhibit his books, accounts, vouchers and evidences of property, whenever required, to the Board, the Prudential Committee, or the Auditors; to conduct the correspondence relating immediately to his department, and to perform such other acts as are necessary to the faithful execution of the duties of his office. He shall give bonds therefor in such sum as the Prudential Committee shall determine. In case of the inability of the Treasurer or of a vacancy in the office, the Assistant Treasurer shall perform the duties of the Treasurer, giving such bonds as the Prudential Committee may require."

At the annual meeting of the American Board held at Hartford, Conn., in 1918, the office of Assistant Treasurer was created, a part of the duties of the Treasurer being assigned to the Assistant Treasurer in accordance with a division approved by the Prudential Committee.

CHAPTER II

WOMAN'S BOARDS OF MISSIONS

1. The Charter of the Woman's Board of Missions, Boston, provides: "SEC. 3. The purpose of this corporation is the christianization, education, and physical relief of women and children in foreign lands in co-operation with the American Board of Commissioners for Foreign Missions. To this end the corporation may collect, receive, hold, invest and expend money or other personal property derived from contributions, bequests or otherwise, and may receive or acquire and hold real estate either in the United States or in foreign countries to carry out the purposes for which the corporation is established, or for purposes of investment, and may convey or lease real estate."

2. The Constitution of the Woman's Board of Missions of the Interior, says:

"ART. 2. The particular business and object of this society shall be to engage the earnest, systematic co-operation of Christian women in sending out and supporting women as missionaries, native teachers and Bible readers to women in foreign lands; to acquire, own, and hold all such real and personal property in this and foreign lands as may be proper and necessary to establish schools, orphanages, hospitals and other like institutions for the education, support, and Christianizing of women and children in foreign lands; to receive legacies and devises of real and personal property to be held or sold for the above uses; to establish and support suitable homes for the en-

tertainment and support of missionaries of this corporation going to or returning from the foreign missionary fields, and to do and perform any and all other acts and things appropriate and necessary to inculcate, spread and maintain the principles of the Christian religion among women and children in foreign lands."

3. The Constitution of the Woman's Board of Missions of the Pacific says:

"ART. 2. Its object is to engage Christian women in systematic effort to evangelize the women of heathen lands, by supporting female missionaries, native teachers, and Bible readers, through the agency of the American Board."

4. The Woman's Boards make appropriations for persons or objects, requested by the Mission and approved by the American Board as part of its force and work, and disbursements for the same are made through the Treasurer of the American Board.

CHAPTER III

THE MISSIONARIES

1. All men and women who have received regular appointment and who bear the commission of the American Board and are under appointment by the Prudential Committee for permanent life service are "missionaries."

Especially Appointed Missionaries

2. The Prudential Committee may appoint missionaries for educational work in a particular institution, and for other forms of special work, with the understanding that they are not to be *permanently* transferred to another institution or to different work in the mission without the approval of the Prudential Committee, and in the case of women supported by any one of the Woman's Boards, not without the approval of the supporting Board. Such special appointees are not expected to vote on mission matters except as the Station and Mission may accord this right. Missionary physicians and trained nurses are appointed to a specific work from which they are not expected to be turned aside by the mission except with their own approval and with the approval of the Prudential Committee.

3. Appointees of the Prudential Committee for term service are Associate Missionaries and as such have no vote in the Station or Mission.

Gathering Papers

4. In the case of single women to be adopted and supported by the Woman's Boards, these Boards

co-operate in gathering papers and testimonials. These papers are kept on file with the American Board. Engagements for temporary service should be by vote of the Prudential Committee, on the presentation of papers in the usual form. The officers and offices of the Board are at the service of the colleges and schools for this purpose.

Relations of Missionaries to the Board

5. The missionaries are the Board in action. The Board at home exists only for the purpose of promoting the work on the field to which the missionaries devote their lives. The missionaries err in speaking of themselves as "employed by the Board." The acts of the missionaries are the acts of the Board, and so long as one bears the Board's commission he cannot separate himself and his acts from the Board's work. This view of the missionary's life is the one taken not only by the Prudential Committee and the officers of the Board but by those with whom the missionary comes into contact, both in this land and in the mission fields. The work of the Board in the large is judged by the work and character and bearing and spirit of the missionaries and associate missionaries who represent the Board. An unworthy act of a missionary or associate missionary brings discredit upon the Board, the work it aims to do, and to Christ himself, and so the entire body suffers; while creditable and distinguished service contributes to the joy, satisfaction and honor of all connected with the organization, as well as of the Master. This applies not only to the personal conduct of the missionaries but to means and methods of work.

6. It is impossible for a missionary to turn aside, even temporarily, from his high calling and comport himself in a way unbecoming a missionary of the Cross of Christ, and not bring serious harm upon the cause he represents. In no sense, then, can this work be regarded as temporary or intermittent; the missionary character and aim should dominate every act and prove the guiding spirit of the entire life of all that enter this sacred service.

Knowledge of the Vernacular

7. The Board regards the ability to write, but especially to speak, the native language as an indispensable qualification for missionary service. To aid in securing this the several missions are required, through a competent committee, to provide for proper language instruction and to examine all new missionaries at the close of the first and second years of service and at such other times as the mission may deem wise, as to their knowledge of the native tongues, and report the result to the Foreign Secretary of the Board in charge of the correspondence with the mission. No exemption from such examination shall be made without the consent of the Prudential Committee.

8. It is expected that new missionaries will not be given the right to vote in a station or mission until they have passed examinations satisfactory to the station and mission, showing commendable progress in the mastery of the vernacular. Exceptions to this rule must be with the knowledge and approval of the Prudential Committee.

9. In some countries like China and Japan language schools for teaching the vernacular have

been established and are in successful operation. Similar schools are contemplated for other countries. New missionaries are assigned to these schools by the Board where they will begin systematically and seriously to lay a good foundation for their life work. Language schools divide their year's work into two or three terms, the first starting in mid-autumn, and the second after the Christmas holidays. Beginners' classes are formed for each term, and all candidates are required to be present at the opening of the term.

Vital Statistics

10. The following data should be promptly and accurately reported to the Foreign Department.

Date of arrival at one's mission, when first going out and after each absence.

Date of removal from one station to another.

Date of leaving the mission.

Date of arrival in the United States.

Date of birth of all children, with full names.

Date of death of all missionaries and all missionary children.

Date of all marriages of missionaries.

CHAPTER IV

THE MISSION

1. A mission is an organized geographical section of a country occupied, and is composed of all the stations within its boundary in which missionaries of the American Board are located. The membership of a mission, as of a station, comprises all the active missionaries bearing the commission of the American Board, permanently located within its geographical limits.

2. Each mission is expected to have at least three permanent officers, a Treasurer, a Secretary, an Auditor or Auditors, and as many temporary officers as may seem best for the orderly and efficient conduct of its work.

3. The mission may have such permanent and temporary committees or boards as it may deem necessary.

4. The mission shall make such rules and by-laws for the regulation of its operations as it may consider essential, but always in accord with this Hand Book, copies of the same to be sent to the Foreign Department for file and reference, and for the approval of the Prudential Committee.

5. The mission is the American Board in operation within its territory, which as an organization must be held responsible for the orderly and effective conduct of the work of the Board and the mission, under the limitations put upon it by the Prudential Committee, and with such resources as the committee is able to provide.

6. Each mission shall meet, at least, once a year — between March and September, if possible. Each station shall be entitled to one delegate at every mission meeting, and an additional delegate for every three members of the station or major fraction thereof. Thus, a station having three or four members is entitled to two delegates, five to seven members to three delegates, etc. Woman's work may be represented by additional delegates, as may special institutions, as the mission and stations may direct.

7. The traveling expenses of delegates shall be paid by the Board when the item is separately stated in the annual estimates, the various Woman's Boards' items standing by themselves. Those members of a station who are not sent as delegates may attend the meetings of the mission at their own expense and participate in the deliberations.

Voting

8. At mission meetings every delegate present is entitled to vote. Each mission at any meeting has authority, should it so desire, by unanimous consent, to extend the right of voting on any one question, or on all questions, to all the members present. This rule is also applicable to station meetings.

9. A missionary temporarily at a station, to which he has not been designated by the mission, is not expected to vote on the affairs of that station. When a missionary is outside his mission he is not entitled to a vote even by correspondence upon the affairs of his mission or station, although he should feel free to express his opinion on mission questions.

10. On questions as to a considerable expenditure of funds and the location or retirement of mis-

sionaries a two-thirds vote shall be required. In most other cases a majority may decide.

Records

11. The mission shall keep regular minutes of its proceedings, copies of which shall be sent to the Foreign Secretary of the Board immediately after each meeting, together with the estimates for the following year and copies of all important documents presented at the meeting. Letters giving full explanation should be written to the Foreign Secretary regarding all points requiring action by the Prudential Committee. All documents essential to a clear understanding of action taken should also be forwarded, as soon as the minutes are sent.

Functions of the Mission

12. Each mission shall, at each annual meeting, direct the location and work of individual members so as best to promote the work as a whole. No new station shall be established, or extended tours of exploration made, or important changes inaugurated or work undertaken, except by vote of the Prudential Committee, on recommendation of two-thirds of the mission.

13. No missionary work, whether literary, educational, industrial, medical, or evangelistic, shall be undertaken or carried on by individual members unless approved by a two-thirds vote of the mission. The work of translating and preparing religious or educational books should not be undertaken by individuals without the consent or direction of the mission. No missionary should use a printing establishment of the Board for private work or for any

missionary publications except under authorization of the mission.

14. It is essential that no line of work in a mission or at any station shall come to be regarded as belonging to an individual or station rather than to the mission. All work carried on by a missionary of the Board within the boundary of a mission is a part of the work of that mission, and should be reported to the mission and to the Board, and be subject to the control of the mission. Any exception to this general rule must be with the approval of the mission and of the Prudential Committee, and also must be made a matter of record, both in the mission and in Boston.

15. There are manifest reasons why a missionary, the author of a manuscript for mission use, should not be a member of the committee which decides upon its publication and fixes the size of the edition.

CHAPTER V

REPORTS

How to Address Correspondence

1. Mission treasurers address all correspondence regarding accounts to the Treasurer of the Board, 14 Beacon St., Boston. Funds are paid out in a mission only under the authorization of the Treasurer or Assistant Treasurer of the Board. Individual requests for allowance for children at home should be addressed to the Treasurer. All orders for purchases in the United States should be sent to the Treasurer in Boston, through the treasurer of the mission and must bear the visé of the treasurer before forwarding.

2. Mission secretaries address all official correspondence to the Foreign Secretary. All action of the Prudential Committee is officially reported to the mission by the Foreign Department. As a rule, all missionary correspondence with the Board and for the Prudential Committee is held with the Foreign Department, where all such correspondence is filed.

3. Missionaries at home on furlough make all arrangements for presenting the work to the churches and outside engagements through the Home Secretary and the District Secretaries; otherwise relations with the Foreign Department remain as before.

4. It is always expected that missionaries supported by the different Woman's Boards will, while in the field and at home, keep in close correspondence with their respective Boards. All are mission-

aries of the American Board, and action of the Prudential Committee is necessary in all cases where authority from home is required.

5. Material for the *Missionary Herald* and other publications of the American Board and for those of the Woman's Boards, may be sent directly to the Editorial Departments or enclosed in letters to other departments of those Boards.

Official Reports

6. It is of supreme importance that annually there be prepared, by some one appointed by the station for the purpose, one general report of the work of each station, covering every department of work and each institution. This report should be accompanied by fuller departmental and institutional reports, each prepared by the missionary in charge. These reports should be presented to the mission and sent to the Foreign Department of the Board. These reports for the previous year should reach Boston not later than June 15.

7. In case the mission prints a full report of its work, including all departments and every institution, this will meet the requirements at the home office. At least twenty-five copies of such printed reports should be sent to the Foreign Department as soon as issued; advance copies are appreciated. At least two copies of all that is printed *in English* in the mission should be sent to the Foreign Secretary.

Individual Reports

8. In addition to the annual reports, each missionary should write freely to the secretaries in charge of the Foreign Department regarding his own

personal work as well as upon more general questions. It is only by frequent correspondence that the Board can keep in such relations to the missionaries and the mission that the largest service can be rendered. The conditions, successes, and needs of the work should be kept constantly before the Prudential Committee through the Foreign Department, and this can be accomplished only by free, frank, and full correspondence. The Secretaries are always ready and eager to be of personal service to the missionaries and will gladly receive and give attention to matters of a more personal character.

9. All letters addressed to the Secretary of the Foreign Department, containing matters of interest to the Editorial Secretary, unless personal in character, are passed at once to him.

Editorial Correspondence

10. Each missionary should look upon himself as a reporter whose duty it is to send to the Editorial Secretary all items of significant news that come to his attention. Only in this way can the interest of the large constituency be kept keen. The mission should see that important events, political and social as well as distinctively missionary or religious, are duly reported.

Photographs

11. It is also expected that all missionaries will endeavor to provide the Board with good photographs illustrative of their field, its people, their life, and, in particular, of the work and the reports rendered. Small pictures are preferred, usually not over $3\frac{1}{2}$ by $5\frac{1}{2}$ inches, or postal-card size. Larger pictures are less convenient to transmit and to file,

and small pictures, if good prints from sharp negatives, can be enlarged in the cuts if desired. Satisfactory cuts can be made only from clear prints with glossy finish. Never fold pictures in mailing; ship them flat, well protected, or loosely rolled in tubes. Pictures should always be accompanied by full descriptions. Within reasonable limits the Board stands ready to pay the cost of good illustrative pictures.

CHAPTER VI

ESTIMATES AND APPROPRIATIONS

Mission Estimates

1. At each annual meeting the mission shall carefully prepare and forward to the Prudential Committee through the Foreign Department plans and estimates for the work of the ensuing calendar year, and all converted into American currency. The regular mission estimates should include everything absolutely necessary for the work of the year, and the amount should be distributed according to the relative importance of each object.

2. These estimates shall be separated into three main divisions:

A. American Board missionary salary estimate.

B. American Board general work estimate.

C. Woman's Board estimate, including both salaries and general work.

3. All salary estimates should be sent in upon the blank forms furnished the mission, showing clearly the items that make up the total salary asked for.

The general work of the American Board need not include the names of the native workers that are wholly or partially supported, but should in each instance and under the heading of each station include the amount asked for:

a. For missionary residences.

b. For native evangelistic work.

c. For educational work.

d. For medical work.

e. For literary work.

f. For industrial work.

g. For buildings and plant.

h. For miscellaneous purposes, not distinctly native agency — as touring of missionaries, postage, etc.

4. The estimate for the annual meeting expenses should stand by itself as well as general mission items like the Mission Theological Seminary, etc.

5. The estimates for the various Woman's Boards should include details as to classes of work for which support is desired. For example, the heading for Education should be subdivided as follows:

Boarding Schools, (stating number) $.....
Day Schools, " " "
Kindergartens, " " "

Where a boarding school is a conspicuous feature of the work of the Mission the estimate for its support should be given as a separate item.

6. Estimates should be accompanied by all the explanations needed to make clear to the Prudential Committee and the Woman's Boards the object for which the appropriation is asked. Favorable consideration is often withheld because the request is not accompanied by adequate explanations.

7. After these estimates have received the approval of the mission, they shall be forwarded as follows:

Estimates for appropriations directly from the American Board to the Foreign Secretary of the Board in Boston.

Estimates for the consideration of the Woman's Boards to the Secretary of the Board to which they belong.

These ought all to be in hand at the home offices by July of each year.

8. All individual or station requests for grants or appropriations must come to the Prudential Committee through the mission, except upon circumstances of extraordinary need and emergency. If, however, a missionary shall feel aggrieved by the action of his mission, he may appeal to the Prudential Committee, a copy of such appeal being given to the Secretary of the mission at the same time.

Personal Funds

9. All missionaries are cautioned against investing private funds in mission enterprises. All such funds when so applied must be regarded as belonging to the Board and the mission and subject to the direction of the mission. Private ownership and control of mission work and institutions cannot be recognized and the investment in missionary work of private funds or of funds given by personal friends cannot be regarded as conferring any right of personal ownership or control.

10. In addition, it is not expected that private funds and funds privately collected, even though given to the mission and for the support of the work, will be used except with the approval and under the direction of the mission.

Appropriations

11. The Prudential Committee will make its appropriations annually, after due consideration of the estimates from the missions and its own estimate of the probable receipts of the Board, and will communicate its action to each mission before December 1, if practicable. In making its appropriations the Prudential Committee will carefully study the rela-

tive claims of the different missions in view of their peculiar necessities and development.

Form of Appropriations

12. The appropriations are made under four general heads, namely, *Salaries, General Work, Missionary Residences,* and *Woman's Work.*

13. The salary appropriations are made upon the blank form upon which the salary estimates are presented, and the payments on the same are to be made accordingly. No part of the salary appropriation can be used for any other purpose except by a special vote of the Prudential Committee. Whenever a missionary retires from the field before the expiration of the period for which salary has been appropriated, all of the unpaid salary shall lapse to the Board except the House Fund, which is retained in the mission. (The salary follows the missionary; the House Fund remains with the house.)

14. The appropriation for General Work of the American Board will be made, for the most part, in lump sum, with the appropriation for the mission annual meeting expenses and appropriations for the residences of missionaries in separate items.

15. The responsibility for the distribution or redistribution of the American Board General Work appropriation, with the exception of such items as may be separately reported, rests with the mission, which responsibility may be exercised throughout the year. The Woman's Board appropriations are made in conformity with detailed requests submitted by the Missions (see article five), and should be applied as designated.

16. The mission is enjoined not to plan for or

make expenditures during the year in excess of the total General Work appropriation, supplemented by known sources of income, except as such excess is authorized in advance by the Prudential Committee in the form of supplemental or special appropriations.

Salaries

17. In preparing the estimates for salaries of members of the mission the amount shall be based upon the cost of an economical and comfortable support at their station, for a missionary and wife, adding thereto for each child under seven years of age ten per cent upon the basal salary allowance for the parents; for each child over seven and under fourteen, fifteen per cent; for each child over fourteen and under twenty, twenty per cent, so long as the children are dependent upon them for support and are under twenty years of age — the limit fixed by the Board; provided, however, that when a child with the approval of the Prudential Committee is sent to the United States for education, and has reached the age of twelve years, the parent or guardian may receive, on request, a grant not to exceed $300 per annum for each child, in which case the provision in the annual salary of the parents for such child shall cease. Special arrangements are made for children sent away from home for education but not to the United States.*

*When missionary children are to be sent from the Marathi, Ceylon and Madura Missions to the school at Kodaikanal, or from the North China Mission to the school at Tunghsien, or from the Japan Mission to Kobe, the following amounts, in addition to the regular children's allowances in the Mission, should be included in the annual salary estimates for the year under consideration:

For Marathi Mission, for each child sent, $50; for Ceylon Mission, $40; for Madura Mission, $25; for North China Mission

(save for those pupils whose homes are in Tunghsien), $75; for Japan Mission, $75; these appropriations to cover traveling and other expenses.

18. To the basal salary as fixed by the mission there should be added in the estimate submitted other fixed charges, such as children's allowances, as indicated above, allowance for teachers, health, House Fund, etc., carrying out the total in the column at the right. These various items are to be used only for the purposes for which the appropriation is made and as indicated. As the term "salary" has not the same usage in all the missions, the missionary salary or allowance is hereby defined as intended to cover all necessary living expenses, viz., food, clothing, House Fund, servants, and regular expenditures for medicine, health, recreation, books and periodicals, and necessary personal incidentals. Salaries in every case shall begin on the arrival of the missionaries at their station and when traveling expenses cease, and end when they leave it and when traveling expenses begin.

19. However, to cover expenses incurred in travel and which cannot properly be charged to traveling expenses, each adult from the time his salary ceases in his mission until his allowance begins at home, and *vice versa* upon the way to the field, may draw at the rate of $20 a month with an additional $10 a month for each child.

The House Fund

20. Each year the missions shall make careful estimates of the amount of money necessary for the House Fund, which shall include the rent of all houses, or missionary residences, hired from outside for occupancy; the ordinary repairs of all missionary

residences and other buildings provided by the Board for missionary residence; taxes on the same, insurance, care and maintenance. The sums necessary shall be stated in separate items:

a. For missionaries of the A. B. C. F. M. whose salaries are not included in items b, c, and d below.

b. For missionaries whose salaries are provided by the W. B. M.

c. For missionaries whose salaries are provided by the W. B. M. I.

d. For missionaries whose salaries are provided by the W. B. M. P.

21. This estimate shall be put in a separate item in the salary estimate of each mission and as a distinct part of the total salary allowance.

22. When a missionary of one of the Woman's Boards occupies a house or building with a missionary of the American Board, the mission shall estimate the amount of the House Fund belonging to each, and shall put the proper proportion in the estimates for each Board. When a house provided by one Board is occupied by a missionary of another Board, the house item shall be included in the estimates for the Board supporting the missionary occupying said house. The care of an unoccupied mission house shall be assessed upon the Board which provided the house.

23. When a missionary resides in a school building or hospital, a proportionate part of the House Fund should be used for the up-keep of the residential section thus occupied.

24. This House Fund shall be held in the mission at the credit of the Board and for the purpose for which it was given, subject to such rules as the mis-

sion may make for its expenditure. Should the fund accumulate beyond the needs of any year, the balance shall be held at the disposal of the Prudential Committee. It is expected that the missions will make the House Fund estimate no larger than is actually necessary for the expenses of each year, and it cannot be used for purposes other than the objects for which it was given except by approval of the Prudential Committee.

Appropriation Limits

25. All appropriations are made with limitations, viz.:

I. They are only for the calendar year; but grants for buildings and for purchase of real estate may be charged in full as soon as the work has been commenced, though not all expended during the year.

II. Appropriations are not transferable from the Salary account to the General Work account or *vice versa,* nor can funds given for real estate and buildings be used for general work except by vote of the Prudential Committee.

III. The Woman's Boards' appropriations can only be diverted from the objects to which they were appropriated by vote of the Board concerned.

IV. It is always understood that while the appropriation is in no case to be exceeded, there should be a careful endeavor, by wise economy, especially in the erection of buildings, to accomplish the object for less than the amount appropriated.

26. All appropriations for the year's work, except the House Fund and appropriations for land and buildings unused at its close, December 31, shall

lapse to the treasury of the Board, and cannot be expended unless reappropriated by the Prudential Committee. All balances of grants for buildings charged to the Board, but not required, must be credited back to the Board.

Special Appeals and Gifts

27. When a special gift is made to a missionary or for a specific piece of work it does not necessarily reduce the amount which the regular treasury of the Board would receive had the special not been given. The great proportion of specials are unquestionably extra money. Munificent gifts as well as a multitude of less conspicuous donations have repeatedly come in as specials which, in all probability, would never have been given to the regular treasury. These gifts have added materially to the missionary plant and have supported different phases and departments of the work, all valuable and important and all a real part of the work as a whole. Donors beginning with specials, because of personal interest in a missionary or in response to an appeal for a specific work, have frequently become liberal and loyal contributors to the general work of the Board. The ideal in specials will have been attained when no gifts are diverted from the regular funds of the Boards for special objects and when all specials shall be new money which would not otherwise have gone into the work.

28. In considering the subject of specials it must be borne in mind that the Prudential Committee, the Officers of the Boards and the missionaries are bound to seek to raise annually a sum sufficient to meet the appropriations to the twenty missions of

the Boards. If the regular receipts or the resources for enlarging this income are materially reduced by special appeals or otherwise, the Boards will be compelled to reduce their appropriations to the missions. It is the constant desire and hope of the Officers of the Boards that the income will be so increased that an annual increase in appropriations may be possible. This statement cannot fail to make clear the reason why the Boards are compelled to guard their regular and possible sources of income from being encroached upon by appeals for objects not included in their regular appropriations.

29. In securing their regular annual income from churches and individuals the Boards are, in a large measure, dependent upon the aid and co-operation of the missionary body who, by letters, printed statements, and by public address are able in a peculiar way to arouse, deepen and maintain an interest in the work and to keep open the channels of permanent income. If these invaluable resources are turned into appeals for special objects there will follow necessarily only disaster to the work as a whole.

30. In the common interest of the entire work there should be a clear understanding as to the place of special appeals on the part of missionaries and the use of the funds thus obtained in the work on the field. Therefore, for maintaining the unity of the work and obtaining proper support, while, at the same time, recognizing that there is a place for the use of specials, the following principles are stated:

Principles Governing Specials

31. No missionary should appeal for any special

gift to a church or any organization in a church, such as the Sunday School, Christian Endeavor, Men's Club, Women's Missionary Societies or Children's Mission Circles, etc. The churches and their subsidiary societies are the exclusive field of the Board for securing general funds. Not only is this course necessary for the interests of the Board, but pastors and church treasurers together with the Apportionment Commission of the National Council are insisting upon it in order to protect the apportionment of the churches. Under the Apportionment Plan of Benevolence devised by the Council "Contributions for special objects which are outside the regular current work of the societies" are not counted upon the church apportionment. Such appeals as may properly be made for specials should be directed to individuals and organizations not directly connected with a church.

32. The missionary on furlough, in making addresses, should keep in mind that primarily he is to represent the Boards and his country rather than his station or institution. While he will naturally emphasize his own section of the work, it should always be done against the background of the Kingdom and with the general interests of the Boards in mind. Such course will not only best help the Boards and the work, but it will add greatly to the interest of the address.

33. No missionary should appeal for any specific work of any kind or nature that has not already received the approval of his colleagues in the station of which he is a member and, if the work is of considerable importance or involves a question of policy or commits the mission in any new line of work,

such appeal should have the approval and endorsement of the mission, the Prudential Committee or the Woman's Board most concerned.

34. Whenever special gifts are received by an individual for the work or for any purpose that is not purely personal, these gifts should not be expended except under the general approval of the station of which the missionary is a member, and if the gift is of considerable importance, say if it exceeds $100 gold, or involves a question of policy, its expenditure should have the approval of the mission.

35. These statements make it clear that as a fundamental principle, special gifts whether received by individuals or by the mission, become at once a part of the mission assets and should be so recognized both by the Board and by the mission. In other words, the fact that a gift for any special line of work comes to an individual, does not give the individual final authority over the use of the gift. It is, of course, understood that if the gift thus received cannot be used in accordance with the expressed wish of the donor, it shall be held until correspondence has been had with the donor to ascertain if the conditions cannot be changed. If, however, the donor does not consent to a change, no alternative remains but to return the gift.

36. In order to avoid the perpetual burden of raising a fixed sum annually in specials for the support of work, it is urged that, as far as possible, special gifts be used for permanent investments such as securing new and necessary sites, buildings, equipment, etc., letting the regular annual appropriations of the Boards meet, as far as they will go, the re-

curring annual expenses like salaries of native workers and the regular support of institutions. This will relieve missionaries, who secure specials, from being placed under the burden of an obligation to raise a fixed amount each year, to prevent a personal debt at the end of the year.

37. The Prudential Committee looks with disapproval upon the building up of a work in any mission field which is dependent, in any large measure, upon the annual solicitation of specials upon the part of the missionary in charge. The Committee and the Woman's Boards cannot assume any responsibility for the conduct of such work or for any debt which may thus be incurred by the missionary. We would, therefore, urge and insist that such conditions shall be avoided to the last possible degree. The Committee would also deprecate any custom in the mission which would put upon a new missionary taking charge of an established work an obligation expressed or implied to raise by private solicitation added funds for the support of the work of which he is thus put in charge. Any missionary is abundantly justified in declining to accept such a responsibility even when asked to do so by the mission. It is expected, however, that all missionaries will endeavor to interest in the work individuals who are not contributors to the regular treasury of the Boards, and to secure their contributions either for the regular treasury of the Board or for some approved special object.

38. All specials received by individual missionaries shall be reported to the mission, with statement both of the amount received and of the manner in which the money is expended. The account for

specials shall be audited in each station and in the mission, the same as all other accounts.

39. Each mission shall report to the Boards yearly the amount of special donations received by each member, and the purposes for which they have been used. In case such expenditures are not approved by the mission, or the money cannot be used wholly or in part, the unexpended sum must be returned to the Treasurer at Boston, to be by him repaid to the donors, unless, by correspondence with them, permission is given for such other use of the money as may be approved.

40. Personal gifts to missionaries, sent through the Treasurer, from friends to promote the comfort and usefulness of the missionary himself are not classified as special donations for the work.

41. Donations for special objects sent to the Board will, if approved, be formally appropriated by the Prudential Committee and acknowledged with other receipts.

CHAPTER VII

MISSION AND STATION TREASURERS

1. Each mission shall annually appoint a treasurer and auditors, subject to the approval of the Prudential Committee; also station treasurers, who must be approved by the mission treasurer.

2. Provision shall be made in each mission for the proper auditing of all station accounts and, when there is no station financial organization, for such auditing of individual missionary accounts.

3. Mission treasurers shall open an account to be called the "House Fund," to which shall be credited all amounts received for the same and charged with the expenditures mentioned in Section on *The House Fund* in Chapter VI.

4. Mission treasurers are directly responsible to the Prudential Committee, and are required to furnish promptly the Treasurer of the Board with semi-annual accounts in the form prescribed by him, duly audited, showing the moneys received by them from all sources and the disbursements of the same, together with a balance sheet showing the condition of the mission treasury, June 30 and December 31 of each year. An explanation of any unusual debit amount in the balance sheet should accompany the statement. In making payments, mission treasurers will be governed by the appropriations, and they will be held personally responsible for all money paid in excess of the appropriations made by the Prudential Committee, or for objects for which no appropriation has been made; and also for all moneys paid

to missionaries in excess of their salaries and personal allowances.

5. Mission treasurers will be held responsible if they allow station treasurers to violate the rules relating to payments, provided, however, that in cases of sudden emergency arising from sickness, or like urgency, the mission treasurer may afford temporary relief if approved by the mission or the committee *ad interim*, or, when this is impracticable, by the station. In every such case the mission treasurer must immediately report the same to the Treasurer of the Board, at Boston, giving the authority for the payment and the reasons therefor.

6. Drafts on Boston should be made in dollars, not in piastres, rupees, or other foreign currency. They should always be numbered — a record book being kept — and advice of the amount, number and payee's name promptly reported.

7. Semi-annual accounts should be prepared and forwarded to the Treasurer at Boston as soon after June 30 and December 31 as possible. The December 31 account should give details of all lapsed appropriations for salaries, general work, etc. Nothing that can be avoided should be allowed to delay these accounts. Station treasurers should furnish their returns to the mission treasurers promptly. Each account must bear the certificate of the auditors' examination and approval. It is imperative that the mission accounts of June 30 should be forwarded without delay.

8. Auditors are required to see that the accounts are properly vouched and correctly cast, and that each item of expenditure has been authorized, and to report accordingly in their certificate, which

should always be written upon the accounts rendered, and should state the amount of the balance of the account as found by them, in United States gold and its equivalent in the currency of the country, stating the rate of exchange.

9. The Board's bills of exchange, sent as remittances, are not to be sold until the proceeds are needed for use, even though the rate of exchange may seem to make it desirable; and no large balance of cash should be kept in hand or on deposit. Deposits should only be made after the most careful inquiries and assurance of security; and then either in the name of the mission or of the treasurer of the mission, not in the name of any individual. For obvious reasons deposits should not be made with native bankers. Individual members of the mission should, under no circumstances, hold mission funds in any considerable amount or make any deposits of the same in local banks. Only authorized treasurers can hold funds for mission work. No funds of the Board shall be loaned under any circumstances — for the gain of interest, or otherwise.

10. As remittances to nearly all the Missions are now made in Bills of Exchange on Boston, the Treasurers of such Missions are to determine the rate of exchange at which all payments are to be made in the Missions for each six months' period by taking, as the rate for such payments, the average rate obtained for the same period from the sale of the Board's Bills of Exchange, and the Mission Treasurer's drafts on the Board. As the average rate cannot be determined until the end of the period, payments are to be made at a rate slightly under the

prevailing rate, and an adjustment of all payments made at the end of the six months.

11. It devolves upon the mission treasurer to preserve all deeds of mission property and other legal papers belonging to the mission, or certified copies of the same, to keep clear and correct accounts of all receipts and payments, and to have vouchers for all disbursements. His books must be open to the inspection of any member of the mission at any proper time.

12. Mission treasurers are responsible to the Prudential Committee for the correct interpretation of the terms of the appropriations. They are also agents for the Board to enforce any rules concerning the income derived from such sources as tuition fees, medical fees, earnings of the press, premium on exchange, and remuneration for services of missionaries temporarily employed in outside work. Such funds must be paid to them, and be by them credited to the Board. Station treasurers are also accountable to the committee through the mission treasurers. They are financial agents of the missions for their several stations, with powers and responsibilities in their locality similar to those of the mission treasurers. They must submit properly audited accounts to the mission treasurer as he does to the Board's treasurer, such accounts to be open to the inspection of the members of the station. The mission treasurer shall make reasonable rules to secure from the station treasurer proper accounts, such rules to be approved by his mission. Station treasurers should only keep small balances of funds on hand for current needs. All deposits should be held by the mission treasurer, and if of large amount and not tem-

porary should be transferred to the Treasurer at Boston. Mission treasurers should make payments upon appropriations made by the Prudential Committee only when authorized so to do by the Treasurer of the Board.

13. All remittances should be acknowledged by the first mail.

14. All profits arising from the sale of the Board's bills, or from the sale or use of property of any kind, must be accounted for to the mission treasurer, to be by him credited to the Board in account with the Treasurer at Boston.

15. No treasurer has authority to make advances on appropriations for the current expenditures of the mission, excepting when prepayment is unavoidable as in the renting of houses and like cases. For other advances the authorization of the Prudential Committee must be obtained. Salaries and personal allowances of missionaries must not be paid in advance, but at the end of the time for which payment is due. In cases of large unforeseen expenses of missionaries, from illness or otherwise, applications should be made, if necessary, to the Prudential Committee and an appropriation obtained before any charge is made to the Board. The mission or station may, however, afford temporary relief.

16. Mission and station treasurers are directed to give advice to returning missionaries as to the most economical routes, lines of steamers, etc., securing passage by such in advance. They are expected to do whatever they can to protect the Board from unnecessary expenditures, and to provide for the health and comfort of the missionaries on their journeys.

CHAPTER VIII

PROPERTY OF THE BOARD

1. No property is to be purchased, or any building erected or rented, for the Board, and none of its property is to be mortgaged or assigned for any debt, without authorization of the Prudential Committee. All property given to the Board or purchased for its use must be secured by title deeds, duly recorded in the manner required by the laws of the government where it is located. The care of all such property devolves upon the mission treasurers, and a full record should be kept by each station treasurer and the mission treasurer, giving the number of lots and quantity of land (in acres or square feet), the latter estimated if not definitely known; the number of buildings and use made of each; the cost of land and buildings (if known) and estimated value; how the property is held, by deed, lease or otherwise; if by lease, the date, term, and annual rental; if by deed, the date of purchase and in whose name the property is held; a plot of the ground with location of buildings is always valuable. It is required that from these records an inventory shall be made by the mission treasurers and sent to the Treasurer of the Board, accompanying the accounts of December 31, in so far as any additions or changes have been made during the year.

2. The property of the Board should always be held in its corporate name when the laws of the country allow such tenure, and if there are no serious disadvantages in so holding it. If such property

stands in the name of individual missionaries, or others, such individuals should at once file with the mission treasurer a deed of trust showing that the real owner is the American Board. The mission treasurer should see on the removal of the individual from the locality or mission, that the title is promptly and legally transferred to some resident representative of the Board before the departure of the title holder.

3. As to property in the various mission fields secured by funds provided by the Woman's Boards, the American Board recognizes itself to be trustee in securing and holding titles. As trustee it can make investment only for purposes designated by the donors and it is bound to protect the same from diversion to objects other than those originally intended.

4. All buildings should be insured where, in the judgment of the mission, this can be done at a reasonable rate in safe companies, the particulars of such insurance to be reported to the Treasurer at Boston. Where such insurance is not practicable the mission treasurers are instructed to send annually to the Treasurer of the Board a description and valuation (the amount it would cost to replace the property) of all buildings and personal property of the mission (books, surgical instruments, presses, etc.), exposed to risk of "loss by fire, lightning, earthquake, and other casualties," to be protected by the Board by an insurance fund to be provided by setting aside an amount equal to one-half of one per cent per annum upon the valuation rendered.

5. Property not in use and not likely to be needed for missionary purposes should be disposed

of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the missions on terms approved by the mission treasurers and confirmed, in cases of real estate, by the Prudential Committee. The proceeds of such sales must always be credited to the Board at once, and not held for purchase of other property. Special grants will not be made by the committee because of such sales, but only on the merits of each application, irrespective of funds thus received.

CHAPTER IX

OUTFITS AND REFITS

1. The outfits allowed are: For a married missionary, $500 on appointment, and $150 at the end of the first year in the field; for a single man, $300; for a single woman, $350. The outfit allowance is made for the purpose of equipping the missionary for his work in the mission to which he is to go. He is expected to make his own purchases with the advice and aid of the officers of the Board and its purchasing department. No account is demanded as to the expenditure of the outfit appropriation. *It is recommended that a good proportion of the outfit allowance be held in reserve for purchases after reaching destination.* Supplementary allowances are not to be paid by the mission treasurers until reported by the Treasurer from Boston. If they are found to be needed, missionaries will write to the Treasurer to place them to their credit. Single women who desire to keep house may have an additional housekeeping grant of $75 by applying to the Board that supports them.

2. The Board will pay freight and charges to destination, including duties where such are levied, when necessary, on any amount under six tons, measurement, *not weight* (equal to 240 cubic feet), for a married missionary's outfit, and for others up to three tons, measurement (120 cubic feet); also insurance to the extent of $1,000, $600, $400 for married missionary, single man and single woman, respectively. This freight allowance is limited to

shipments made during a period not to exceed two years. Beyond these amounts all expenses are to be paid by the owner of the goods.

Medical Outfits and Refits

3. No fixed rule can be made for medical outfits and refits since conditions so widely differ in different missions. Each case is taken by itself. Medical missionaries receive the same missionary outfit as do ordained missionaries.

Refits

4. Refits after seven years of service may be for a family, $225; for a single man, $125 and for a single woman, $200. After a five-years' term of service the refit for a family may be $175, and for a single man, $100 and for a single woman, $200. The Board will pay for freight and other charges out upon refits at the rate of 90 cubic feet for a $225 refit.

5. Missionaries who have served only a part of the full term in the field are not entitled to a full refit; those who have materially exceeded the full term may receive an excess of refit. The rate of increase or diminution will be at the rate of $30 for each year in excess or otherwise up to three years.

6. The refit allowance is voted by the Prudential Committee and put to his credit by the Treasurer when the missionary's return to his mission is authorized.

7. On the part of the Woman's Boards, the refit allowance is automatically credited to the missionary when her return is authorized.

8. Outfits being furnished for use in mission fields

are to be regarded as the property of the Board, and in case of withdrawal of missionaries within five years from the time of arrival on the field all articles of such outfits as were not for personal use are to be left at the station in care of its treasurer, who shall at once send an inventory of them to the Secretary of the Board in charge, that they may be placed at the disposal of the new missionaries.

9. All surgical and medical outfits, in case of the retirement of the missionary physician from practice in the mission, are to be turned over to the mission treasurer and held subject to direction from the Prudential Committee for use of another physician or otherwise. An inventory shall be made and sent to the Secretary of the Board for the information of the new physicians.

CHAPTER X

BUSINESS RELATIONS WITH THE BOARD, THE MISSION AND OUTSIDERS

Business Dealings with Outsiders

1. Unless authorized by the mission or by the Prudential Committee in cases of emergency, no missionary shall borrow money of natives or foreigners in mission fields, either for himself or for his missionary work; the Board can in no wise be held responsible for such obligations.

2. No missionary shall make commercial investments of any kind or any other investments in the country where he serves, without the knowledge and approval of the Prudential Committee, nor should he under any circumstances make personal loans to the natives. Every missionary should keep himself as free as possible, consistently with necessities growing directly out of the missionary work, from business relations and complications with the people dwelling in the country where he is located.

3. Missionaries are warned against ordering goods for missionaries of other Boards or for natives of the country or for any outside party. It is impossible for the Purchasing Department to act as purchasing agent for others, and the responsibility involved and the complications liable to arise from filling outside orders are many and are increasing. Many unfortunate experiences in this direction compel the Board to decline to act as purchasing and forwarding agent for any except our own missionaries.

Outside Work

4. No missionary in the field shall engage in any employment other than that of the regular work of the mission without the approbation of the mission and of the Prudential Committee. In case of work so approved, all remuneration received therefor shall be paid to the mission treasurer for the Board, unless by previous arrangements with the Prudential Committee other plans are devised. This rule is not intended to exclude the writing of occasional articles for publication for which remuneration may be received.

Life Insurance of Missionaries

5. It is desirable for missionaries to carry life insurance in so far as their incomes allow, and the Board stands ready to aid them in maintaining their policies so long as it is understood that no legal financial responsibility is assumed. Policies may be left with the Treasurer, who, if desired, will pay the premiums and charge to the personal account of the missionaries, on receipt of proper notice of premiums due. An order for such payments should be left with the Treasurer before sailing, or returned to him before the first premium is due. The Board cannot make special grants for this purpose or take into account the payment of premiums in fixing the salaries of missionaries.

Medical Expenses of Missionaries

6. It is expected that missionaries in the field will meet their special medical and surgical expenses from appropriations made for that purpose in connection with the salaries given. When missionaries come home on furlough, it is hoped that the ordinary

dental and medical expenses can be met from the allowance made. In case unusual expenses of this nature seem necessary, unless it be an emergency, it is expected that the missionary will confer with the Secretaries before incurring such unusual expenses. Often heavy expenses are made by the missionaries which might have been prevented had there been such a conference. Some of the best surgeons of the country are ready to give their services to missionaries, and some of the leading hospitals make merely nominal charges. It is the desire and purpose of the Board that missionaries shall have every needed care for the preservation of health and for its restoration when impaired.

7. Missionaries residing at stations not within reach of the mission physician and incurring unusual expenses for medical service may ask, with the approval of the mission, to have such expenses met wholly or in part by the Board, in the appropriation for salaries.

Last Sickness Expenses

8. In case of the death of a missionary in the field accompanied by unusual expenses, the salary account, if necessary, may, upon written request to the Treasurer of the Board, be drawn upon to meet these expenses up to and including three months of salary following the decease.

Purchases and Money Orders

9. The Treasurer of the Board is authorized to make purchases for its missionaries on receiving orders from them, provided the order has received the visé of the mission treasurer — the cost and all charges, including freight, to be deducted from the

salary of the missionary. A careful estimate of the cost of all such orders for goods must be sent to the mission treasurer, to be recorded by him, and forwarded with his approval to the Treasurer of the Board, provided the account of the missionary will allow it, or there is reasonable expectation of meeting the charge when due. If an order does not contain the mission treasurer's visé it will be returned to him by the Treasurer of the Board for approval.

10. Orders sent to firms with instructions to render their bill to the Treasurer of the Board should be accompanied by their mission treasurer's order on the Treasurer of the Board. At the same time the Treasurer of the Board should be informed of the transaction that he may be prepared to meet the bill on presentation.

11. If missionaries desire to have payments made in the United States, they should obtain a draft of the mission treasurer on the Treasurer of the Board for the remittance. *Missionaries and station treasurers should never send their own drafts on the Treasurer of the Board.*

12. The Treasurer of the Board is authorized to receive and transfer funds handed to him for the private use of missionaries.

CHAPTER XI

EDUCATIONAL WORK

1. The educational work of the Board is subordinate to the evangelistic work, and cannot be sustained by the time and strength of the missionaries and the funds of the Board unless it is clearly auxiliary to the preaching and teaching of the gospel, the preparation of a Christian native agency, the creation of native Christian leaders and the building up of a Christian social order. No schools of any grade shall be established or carried on in which there are destructive restrictions upon the presentation of the gospel. No grants from local governments should be sought or accepted if made with conditions prohibiting or hampering the missionary purposes of the Board without submitting the case to the Prudential Committee and to any one of the interested Woman's Boards.

2. Each mission shall make report to the Prudential Committee annually of all grants received from local governments for educational work, with the exact terms and conditions attached to them.

CHAPTER XII

MISSIONARY PHYSICIANS

1. Medical missionaries and dentists laboring under commission from the Board are to be regarded as the physicians of all missionary families within their reach, and are to render service to them without charge.

2. Missionary physicians and dentists are required to render to the Prudential Committee, through their mission treasurer, an annual account (December 31), of all professional receipts and expenditures, together with an annual inventory of the medicines and instruments in their hands. Their receipts — for services and for medicines — after deducting cost of medicine, incidental expenses, those attending professional visits to missionaries and the maintenance of the medical plant are to be paid to the mission treasurer, to be credited to the Board or held subject to the orders of the Prudential Committee.

CHAPTER XIII

FURLOUGHS

1. Seven years have been agreed upon as a regular and uniform term of service in the field for male missionaries and families, with the exception of East and West Africa, Mindanao and Micronesia, where the term of service is fixed at five years. In all fields, however, the first term of service for single women is fixed at five years.

2. After the completion of such a term in the field each missionary with the approval of his mission is entitled to a year's furlough at home, making generally an absence from the field of about fourteen months. It is expected that this furlough will be entered upon just before the heated term or vacation period in the mission, and that the missionary will be back upon the field at the close of the heated term the following year. It is expected that furloughs will be spent in the United States.

3. It is recognized that when a missionary reaches his field at the close of the heated term, he will be entitled to ask for his next furlough to begin before the heated term after six years and nine or ten months actually in the field. When a missionary reaches his field late in the year, it is not expected that he will ask for a furlough to begin until after the completion of the full term in the field, and until the following heated term, in many cases making some months over seven or five years of service.

4. The request for furlough for a missionary should be forwarded to the Foreign Department

through the mission. If the request is made before the expiration of the full term of service, the reasons for such request should accompany the report of the mission vote.

Freight Home

5. A missionary coming home on furlough is not expected to bring household effects. The Board cannot be responsible in such cases for freight upon more than 40 cubic feet for each adult, with corresponding additions for children.

6. A missionary retiring from the service of the Board is not expected to bring home bulky articles of furniture or such as can be disposed of in the field at good advantage, but apart from this the Board will pay the return charges upon his personal effects.

Traveling Expenses

7. When furlough is granted, the Board will defray the expenses of the journey, by the most direct and economical route consistent with health, from the mission station to the missionary's home. These expenses include freight on personal effects as above indicated. All other freight, also duties on curiosities, etc., must be paid by the missionary. Expenses of delays on the way, unless absolutely required by health or otherwise unavoidable, are not to be charged to the Board. Mission salaries cease on leaving the station, and the personal traveling allowance begins (see page 29). Funds will be advanced by the station and mission treasurers for the expenses of the journey, such funds to be charged to the Treasurer of the Board and at once reported to him, to be accounted for by the missionary on ar-

rival home. Missionaries leaving the mission should always bring a certified statement of their account from the mission or station treasurer as settled up to the time of their departure, or a draft on the Treasurer at Boston for the balance due the missionary, so that their accounts with the mission may be closed. Natives of the country must not be brought home by the missionaries at the expense of the Board, except in case of sickness when special attendance is pronounced necessary by the attending physician.

8. In case of delay in foreign countries, the home allowance may be made to cover such period. The furlough is understood to begin with the date of the beginning of the allowance.

9. Whenever a missionary comes home with no reasonable probability that he will return to the field, arrangements should be made at once with reference to severing official relations with the Board. This step aids materially in making arrangements for supplying the vacancy in the mission, and for caring for the work.

10. If the missionary prolongs for any reason his stay at home after the expiration of the furlough period, it must be done with the consent of the Prudential Committee.

11. Accounts of traveling expenses to the missions should be kept, and on arrival at destination rendered by the missionary to the Treasurer of the Board (not to the mission treasurer), and the balance not needed for the journey should be placed at credit of the Board with the mission or station treasurer, whose receipt for same should accompany the account to Boston. Expenses of "sight-seeing,"

and of delays for such a purpose, are at private charges. The most direct route should be taken, unless health or economy require otherwise.

12. When missionaries leave their mission stations for the United States, the mission treasurer should charge all moneys advanced to and for them for traveling expenses to the Treasurer at Boston (not to the missionary's account), and advise the Treasurer at once of such advances, carefully stating the amount of cash to be accounted for by the missionary on his arrival in the United States. He should also make separate items of payments to and for the missionary. In case of missionaries of the Woman's Boards, the Treasurer at Boston needs to know at once, on their arrival in the United States, the date to which their salaries have been paid; also the total cost of their return traveling expenses, as this is to be collected of the Woman's Boards.

13. If possible, the missionary's account with his mission should be settled before he leaves, and a draft given him on the Treasurer at Boston for any balance due; or the balance at his debit charged to the Board, and reported to Boston.

14. Missionaries upon arrival home for furlough should consult at once with the Foreign Department regarding a thorough medical examination. It is important both for the missionary and the Board to have a clear understanding of the missionary's health conditions and needs at the beginning of the furlough.

Return of Missionary After Furlough

15. Prior to the authorization by the Prudential Committee of the return of any missionary to his

or her field after a furlough, the question of such return shall be acted upon by the mission and the result forwarded to the Foreign Secretary. This vote shall ordinarily be taken at the annual meeting of the mission which follows the beginning of such furlough However, *by unanimous consent,* the mission may take this action at a meeting previous to the departure, the missionary in question retiring while the subject is under deliberation and when the vote is taken.

16. In returning to the field after a furlough, the Board will pay traveling expenses as on the first journey out, and make a refit allowance, if desired.

Medical Certificate

17. In all cases a satisfactory medical certificate is required before return to the field is authorized by the Prudential Committee.

Published Lists

18. As all furloughs are for one year and as the published lists of missionaries in the annual reports and in the "Year Book of Missions" are supposed to include only those that are actively connected with the work of the Board, unless some special arrangement is made, the names of those that remain at home more than two years will automatically drop from those lists. If a missionary later returns to the field, by vote of the Prudential Committee the name is restored.

Allowances to Missionaries on Furlough

19. An allowance will be provided for missionaries on furlough, to date from their arrival at destination in this country, the amount not to exceed

$1,500 per annum for a husband and wife, $750 for an unmarried man and $800 for an unmarried woman; for each child of a missionary under seven years of age, $150; for each child over seven and under fourteen, $200; and for each child over fourteen and under twenty, $300, while dependent upon the parents for support. No extras are to be provided for. In cases of unusual or urgent needs, especially in the case of illness, supplementary grants may be made.

As to Service on Furlough

19. Missionaries are expected to avail themselves of every suitable opportunity to promote the work of the Board at home and abroad. They will render such service as is consistent with due care of health and with recuperation for an early return to their field, and under the direction of the Home and District Secretaries in addressing public meetings and raising funds for the general work of the Board. Provided it does not interfere with his services to and for the Board, a missionary is free to employ his time in study or in any way not inconsistent with the purposes of the furlough, and in consultation with the Secretaries of the Board.

20. Missionaries desiring to pursue studies while on furlough will receive the hearty co-operation of the Secretaries in securing scholarships and in making study possible.

CHAPTER XIV

RETIREMENT FROM SERVICE

Dismission or Recall of Missionaries

1. Whenever any missionary has, in the judgment of the Prudential Committee, violated the instructions given him, whether before or after entering the field of his missionary labors, or has failed to perform any duty reasonably required of him, the Committee are authorized to dismiss him, in case they deem it expedient, from the service of the Board. In all cases, however, where the missionary has actually been named in any of the official publications of the Board as having been received under its patronage and direction, the individual so dismissed shall have the privilege of submitting his case to the revision of the Board at an annual meeting.

2. In order to secure the harmony and efficiency of action essential among the missionaries at the several missionary stations, whenever the Prudential Committee shall become satisfied that an individual missionary, for any cause, is unable to work in harmony with his brethren, or to exert such influence as is deemed truly promotive of the cause of Christ or as warrants his continuance in that field, the Committee may recall such missionary, and terminate his relations with the Board.

3. Whenever, before the time of sailing, the Prudential Committee is convinced the appointment of a new missionary was a mistake, because of new evidence or for any other reason satisfactory to the Committee, the right is reserved to recall or cancel the appointment.

Disabled Missionaries

4. No pensions are provided under any circumstances; but if missionaries, when aged and infirm, remain in the field, with the Board's consent, an allowance may be given them as retired missionaries.

5. Should they for cause return to the United States, with the consent of the Board, suitable provision shall be made for them.

6. It is understood that missionaries after long service with the Board may, on account of advancing years or the infirmities of age, retire from active service, with the understanding that the Board will make provision for their support.

7. At the time this Hand Book was revised, negotiations were in progress for including ordained missionaries as beneficiaries under the Pilgrim Memorial Fund.

CHAPTER XV

MISSIONARIES' CHILDREN

Transfer to United States

1. The Board will pay the expenses of the journey of the children of missionaries to the United States, whose coming, for education or health, on an application of their parents, has been authorized; but it does not engage to pay the expenses of their return to the mission after the age of twelve years. Children of missionaries are not ordinarily expected to be sent to this country under the age of twelve.

2. To meet the extra expenses of residence here, grants will be made, if needed (on application of parents or guardians), of $300 annually from and after the twelfth birthday until the age of twenty years is reached, provided the return of the child to this country has had the approval of the Prudential Committee.

Education Abroad

3. A grant may be made for the education of missionaries' children in foreign countries in schools and under conditions approved by the Prudential Committee.

Homes for Missionaries' Children

4. By the kindness of friends, homes have been established for such missionary children as cannot be placed with relatives or others — one at Auburndale, Mass., one at Oberlin, Ohio, and one at Claremont, Cal. These are held and controlled by trustees, not by the Board. Children received are ex-

pected to pay for their board and clothing at cost price, and will receive the best of Christian care and nurture. Parents or guardians will have the entire charge and responsibility of the finances of their children, in correspondence with the trustees of the homes.

5. Parents contemplating sending children to any one of these homes should early enter into correspondence with the Home with reference to the same. The addresses are, The Tank Missionary Home, Oberlin, Ohio, The Walker Home for Missionaries' Children, Auburndale, Mass., and the Claremont Missionary Home, Claremont, Cal.

CHAPTER XVI

TRAVEL DIRECTIONS

1. All missionaries going to other countries, including the Philippines, should be provided with passports. Those to locate in British territory, that is, in India, Ceylon, South Africa, Transvaal, or Rhodesia, must have official permits to enter them for missionary or educational work from the governments of those countries. The Foreign Department will give directions for securing both passports and permits upon early application by the missionary.

2. It is expected that missionaries will not travel upon the most expensive steamers, except second-class. Intermediate vessels, while slower, are thoroughly comfortable and safe, and are to be used whenever practicable.

3. *Tickets to the Field.* — All tickets from the home of the missionary to the field are to be secured by the Treasurer in Boston; but ample time should be allowed in order that the most desirable accommodations may be secured.

4. *Tickets for Homeward Journey.* — In procuring tickets in all cases the best discounts allowed to missionary travelers, both by steamer and rail, should be secured. The mission or station treasurer should provide each missionary with two certificates (the blanks for which will be placed in his hands), which will secure the usual railroad concessions in America, the duplicate copy to be retained by the missionary for emergencies on his journey.

5. In the U. S. missionaries are (1920) entitled to

travel upon all railroads at clergy rates. As soon as appointed application should be made through the local railroad office for the reduced fare permit. Missionaries returning from furlough should make similar application upon arrival in the U. S. The American Board offices can aid in preparing the application.

6. At points where the journey is necessarily broken, as at Hong Kong, and points in Japan and England, immediate engagements should be made for the next stage in the journey, provided engagements cannot be made in advance by post or telegraph.

7. *Baggage.* — Many steamships across the Atlantic allow one-half cubic ton, or twenty cubic feet for each full fare. Steamships across the Pacific, 350 pounds. Railroads east of Chicago, 150 pounds. Railroads west of Chicago, 350 pounds on trans-Pacific tickets. Railroads in Europe allow irregular and limited amounts. The Board will allow 100 pounds of baggage in excess of the regular allowance by railroad and steamship companies.

8. Any excess over the Board's allowance is a personal charge, and it is, therefore, important that at the beginning of the journey the baggage shall be weighed, and the amount of excess noted on the travel account when rendered.

9. All personal baggage should arrive, when possible, on the same steamer with the passenger, to avoid custom house complications. Missionaries expecting to travel across the continent of Europe, however, should take only sufficient baggage for the journey, sending the remainder by freight several months in advance.

10. *Arrivals in America.* — It is desirable that information should be given, wherever possible, of the steamer upon which the traveler expects to arrive in American ports, in order that due preparation may be made to facilitate the passage of baggage through the custom house, and to provide suitable entertainment during delay at port of entry.

11. *Funds.* — Funds for the entire journey of outgoing missionaries will be furnished by the Treasurer of the Board; funds for the entire journey of returning missionaries will be furnished by the mission treasurer.

CHAPTER XVII

PURCHASES AND SHIPMENTS

1. All orders for goods to be purchased and forwarded by the Board should be addressed to the Treasurer, and always sent on a sheet containing no other business. Orders should be very clearly written, and on full sheets of strong paper, with margins. Do not refer to previous orders for information, but repeat what is necessary to make each order complete in itself. Never order on a postal card. *Do not send orders directly to dealers, but through the Treasurer of the Board.* Missionaries should avoid, as far as possible, ordering goods for natives or for missionaries of other Boards or assuming financial responsibility for goods ordered by natives.

2. Orders for periodicals should also be *on a separate sheet from other orders,* and should annually be received in Boston by the middle of November. All subscriptions will be discontinued unless annually reordered.

3. *Custom-House Business.*—Household and personal effects of a returning missionary supposed not to be dutiable (i. e., which have been owned and in use a year or more), should be packed separate from new goods presumed to be dutiable. When goods are shipped, mail to the Treasurer a bill of lading together with a statement of the contents and value of each package. These goods will be admitted free of duty only on production of the owner's oath, who must be in the United States when he executes the

oath. In forwarding dutiable goods always send with the bill of lading an itemized list of the contents and values. *If the total value of dutiable goods equals or exceeds one hundred dollars, a consular invoice and certificate is indispensable.*

4. Consign goods to "American Board of Commissioners for Foreign Missions," instead of consigning to an individual, and mark packages " A. B. C. F. M." or some other short mark, and number each package. Let the invoice of contents conform to the numbers on the packages. Never include in the mark on the packages the name and location of the party in the United States to whom the goods are to be forwarded upon arrival. Let all such particulars be included in the letter of advice when the bill of lading and invoice is mailed.

5. Consign all shipments to Boston instead of New York. If the steamer is bound to New York, ship goods in bond to Boston.

6. *Insurance.*—All goods shipped to missionaries are insured against "perils by sea." Whenever a vessel is lost or the cargo so damaged that insurance should be collected, the mission treasurer, the consignee, or some other responsible person, should, as soon as the facts are fully ascertained, send a full statement of the case to the Treasurer of the Board, naming the boxes by their numbers on the invoice, and, when the loss is but partial, giving the amount of damage. It is well to have this statement attested by the general agent of the Boston insurance companies, if there is such an agent at the port, by the American consul, or other government official, or (in lack of these) by the captain of the vessel, or the person to whom the cargo is consigned.

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